To: Cecilia Zhang <cecilia.zhang@torontouniversity.ca>

From: Nathaniel Gill <nathaniel.gill@torontouniversity.ca>

Subject: That time of year again

Cc:

Bcc:

Hey Sir!

It’s AR time again. I want this thing to be the bomb this year.

A lot has happened at the university this past academic year and my goal is to cover everything in the annual report. We have launched new programs, opened a new campus and set a new record for enrolment, pluz a zillion other things.

This report can’t be completed without your help. As president, I need you to tell me what I should cover.

Please help me SIR!

My deadline is fast approaching and my director said I should speak to only you.

Sincerely

Nathaniel

**Business Communication Weaknesses**  
**Student Name**: **HLA MYINT MYAT / 185923216**

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| **Weakness** | **Example** |
| 1. Unclear Subject Line (purpose of email is lack of clarity) | Subject: That time of year again |
| 2. Usage of Slang (Informal) | Hey Sir! I want this thing to be the bomb this year. |
| 3. Inappropriate use of language for requesting something | As president, I need you to tell me what I should cover. |
| 4. Unnecessarily using Capital Letters | THIS REPORT CAN’T BE COMPLETED WITHOUT YOUR HELP. |
| 5.Typing error | pluz a zillion |